

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 10, 2020

Mary McCague called the meeting to order at 6:30 PM.

Present – Mary McCague, Mary Seger, Bill Burley, Amy Anderson, Cilla Menzies, Nancy Padak, Lisa Yaggie, Apryl Troutman, Carrie Brown, Shannon Taylor.

Absent – Amanda Gesing, Bob Lingle

There were several items added to the Director's Report section of the agenda: Fire Alarm Panel; NYLA memberships; Meeting room use; In-person programming

Mary McCague moved to approve the minutes of the August 13, 2020 meeting. Nancy Padak seconded the motion. The minutes were unanimously approved.

TREASURER'S REPORT

Shannon provided an updated financial report and explained that the difference in revenue on the amended report was due to Give Big Income. Actual = \$199,908. Mary Seger inquired about the line item Gala revenue. Shannon said that this was from Greek fundraising takeout dinner. Fundraising expense listed is for takeout dinner and the Annual Appeal. Other income is payroll protection loan income.

DIRECTOR'S REPORT

- A. Change of Hours Proposal – Shannon proposed a schedule for the remainder of year, adding evening hours which result in only 1 staff hour increase per week. This arrangement would add six additional hours that the library is open, which Shannon proposed begin October 1, 2020. New hours will be advertised upon approval. Shannon researched other library hours for comparison and kept track of traffic over 12 days. New hours will facilitate programming and serve patrons. The Board is delighted about the change, noting that this is something they had asked for in the past. Mary McCague moved to accept the proposed change in hours; Nancy Padak seconded the motion, and the proposal was unanimously approved. Mary Seger asked for the cost of keeping the library open for 1 hour to easily portray financial need in fund raising appeals.
- B. Andrews Memorial – Shannon advised that a recommendation was made to have a sailboat rather than a tree theme for the children's reading area. Mary McCague talked to Paul Andrews about the idea and he was very pleased. The sailboat theme was received warmly by the board. Mary

Seeger approached Sabina Persia for design assistance when she has time later in the fall. Donations for the project total approximately \$4,000.

- C. Summer Reading Program – Shannon sent the report to Board members by email. There has been notable growth over last year, even given virtual programming. She hopes to continue growing participation in the program next year.
- D. Fire alarm panel – a third line was installed by Spectrum, but FSC now recommends installing a new panel noting problems with Spectrum. FSC recommends using an internet-based line rather than a phone line which is in place now. They proposed using the existing connection, but if this doesn't work, the cost will be \$1,783.32. If they can make the connection work, it would be \$350-\$400 less. The Board recommended obtaining a second quote. Mary Seeger moved to approve Shannon obtaining another quote, and then accepting most appropriate bid for panel replacement. Cilla Menzies seconded. The proposal was unanimously approved.
- E. NYLA memberships – Shannon sent the letter to Board members about cost of membership no longer being paid by CCLS. The cost is \$150. The Board was supportive of assuming the cost, and Nancy Padak suggested waiting to pay until the next CCLS board meeting where the budget is approved, and cost might be absorbed.
- F. Meeting Room use – LML has had a few calls about using the library for baby showers and birthday parties. Discussion of the topic was wide ranging including questions and comments regarding a fee, a donation, a cleaning fee plus a refundable deposit, use of the lawn and terrace, and cost of after-hours staffing. A suggestion was made to add language to address these in the current room use policy. Nancy will work on updating the policy and present it to the board for approval.
- G. In-person programs – Shannon reported that none of the bigger libraries have in-person programs yet. At this time, it would be unsafe to encourage gatherings and could put potential liability on the library should someone become ill. Shannon recommends waiting until later. The Board agreed with Shannon and recommended revisiting at a future date.

STANDING COMMITTEE REPORTS

Library Development Committee-

Annual Appeal: Mary Seeger provided an update on the annual appeal which now stands at \$8,475, \$7,055.70 after expenses. The amount and number of donors is comparable to 2019.

Online auction: Titled “Autumn Auction: Online Only” will take place from 10/28-11/1 (which is National Family Literacy Day). Emric Taylor is kindly donating computer services to develop the web site. Our goal is to have 50 items, with a minimum of 30. We are seeking items at all price points, all goods and services, and need lots of Board support to bring in more items. Current items include: wine, Applebees gift certificate, 3 book choices at Off the Beaten Path, original dog and child portraits; original house drawing; college application essay coaching; piano lessons; Bill Waite print; behind the scenes experiences such as an Ancestry DNA kit and time with a genealogist at the Fenton. Cilla offered to approach Starbucks, Mary Jane Wuebbolt for RayBans, and Holiday Valley. Sharon Witchey has approached Wegmans for sponsorship. Lisa is collecting items; Mary is producing donor forms.

The Book Sale continues.

Food Truck Fundraiser: Bill Burley reported that the event will take place on 9/14/20 from 5-8PM. Set-up will begin at 2; food truck arrives at 4. Vendor can organize pre-orders so pick-up is easy. Money will be collected at a table manned by volunteers and pre-orders and walk-ups will receive a coupon to present to the food truck with their order. Foodies suggested having someone she knows have a bake sale for desserts and all proceeds will go to LML. She also mentioned crafts people if interested who would share a portion of their proceeds. There was some discussion about whether the crafts should be a part of this and the conclusion was that it might attract more people. This prompted a discussion about having a family festival in the spring. The event flier will be pushed out on Facebook and email blast sent again on Friday.

Marketing/Publicity Committee- no report

Personnel Committee –

A new time off policy draft was sent by email. It provides clarity and defines calculation of hours needed for time off; provides clarity for new employees. Amy Anderson made a motion to approve the proposal, which Mary Seger seconded, and proposal was unanimously approved.

Lisa thanked everyone for feedback on Shannon for her review. Lisa said there was uniformity of feedback. The feedback highlighted direction for the library and may provide material for strategic plan. The evaluation form is designed to be used for board evaluation as well. The strategic planning retreat for the Board will take place October 24, 2020. Shannon mentioned one staff member thanking the Board for input.

Grounds and Facilities Committee –

The ash tree in back needs to be removed. Cilla will look into obtaining quotes. Cilla mentioned that Churchills had been by the library and were

pleased with how things look. They would like to do something for the library privately and they would like plaque. Mary mentioned that grounds look nice. Apparently, we have a mystery weeder. Suggestions were made to thank this individual and a thank you will be put on the lighted sign.

Strategic Planning Committee –

The retreat will take place on Oct. 24, 2020 and Mary McCague is working on format.

Finance Committee – no report.

COVID Education –

Amy Anderson reported that there will be a virtual parent meeting on 9/23/20 from 7-8 PM, held in conjunction with SWCS and JCLC. The library Zoom account will be used and links to the meeting and resources will be sent to those who register. Amy and Shannon need to work out Zoom use. This meeting will focus on setting norms, expectations, and how to find resources. Likely topics include: literacy, child care, WIFI, other areas that would be helpful to parents. Amy thinks it will start slowly and pick up when assessments come out in November. The meeting is being publicized through library page, school Facebook page, PTO pages, and word of mouth. Nancy requested publicizing online reading groups through various literacy partner outlets. Homework help is on hold for now. Our ambassadors are not able to offer help as after school program, but discussion revolved around it not being through their work with school, but as library volunteers. There was a suggestion to expand the team who would offer homework help as a way to recruit new ambassadors. Current ambassadors all graduate in June. Nancy suggested asking parents for feedback and possibly launching after the new year.

OLD BUSINESS

Policy Revision – Time Off – see personnel committee report.

NEW BUSINESS – no new business.

EXECUTIVE SESSION – at 7:55 PM Mary McCague made motion to enter into executive session to discuss a personnel matter. Cilla Menzies seconded the motion, which was unanimously approved.

At 8:10 Mary McCague moved to end executive session. Nancy Padak seconded and the motion was unanimously approved.

Mary McCague thanked Board and Shannon for their incredible contributions. She made a motion to adjourn the meeting, which Nancy Padak seconded, and which was unanimously approved. The meeting adjourned at 8:12 PM.